



U. S. MISSION

Vacancy Announcement

Riyadh – Jeddah - Dhahran

09-57

VACANCY ANNOUNCEMENT - RIYADH

11/16/09

OPEN TO: US Citizen Eligible Family Members - All Agencies

POSITION: Security Escort No. 97-077-007

OPEN DATE: Monday, November 16, 2009

CLOSING DATE: Open until filled

HOURS: Job-shared work schedule (20 hours per week)

SALARY: FP-09: US\$ 29,107 p.a. (annual salary), salary will be prorated based on the actual hours worked (approximate hourly rate: \$ 13.94) grade/step determination should be approved by Washington. U.S. taxes will be deducted.

The U. S. Mission in Riyadh, Saudi Arabia is seeking an individual for employment in country for the position of a **job-shared Security Escort** in the Facility Maintenance section of the U. S. Embassy in Riyadh, Saudi Arabia.

Basic Function of the Position:

Under the direct supervision of the Facility Manager the incumbent will perform all duties of escort, by monitoring and escorting non-cleared personnel. The position will be job-shared; full time; or part time. Some after-hours, weekend, and holiday work may be required.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** High school diploma.
2. **Prior Work Experience:** At least one year of prior U.S. Government experience is required.

3. **Language Proficiency**: Level III (Good Working Knowledge) in English Speaking/Reading/Writing, is required.

4. **Knowledge/Other Criteria**: Thorough knowledge of regulations governing control and protection of classified materials set out in 12 FAM, as well as post-specific security access procedures; the proper use of security-related equipment (radio, destruction, etc.); familiar with the general layout of mission grounds and facilities.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. **Security Clearance**: The applicant must be able to obtain and hold a **Secret** security clearance.
3. Current employees serving a **probationary period are not eligible to apply**.

TO APPLY

Interested applicants for this position should submit the following or the application will **not** be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612);
2. A current resume or curriculum vitae;
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Copy of valid resident permit
5. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.

SUBMIT APPLICATION TO

In-person – Front Gate, American Embassy, Riyadh, or

By mail – Human Resources Office, Riyadh

P.O. Box 9430, Riyadh 1163, Saudi Arabia

By e-mail: HRORiyadh@state.gov

By Fax: 01-488-7765

POINT OF CONTACT

Human Resources Office

Telephone: 01-488-3800 (Ext. 4256)

DEFINITIONS*

AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- -- US citizen;
- -- Spouse or dependent who is at least age 18;

- -- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- -- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- -- Does not receive a USG annuity or pension based on a career in the US Civil; Foreign, or uniform services.

2. US Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

4. Not Ordinarily Resident (NOR): An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

CLOSING DATE: OPEN UNTIL FILLED

The US Mission in Saudi Arabia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.